ADVERTISEMENT NO. CSIR-CDRI/02 /2025

Access link 'Jr. Secretariat Assistant (Gen./F&A/S&P) and Jr. Stenographer (Hindi/English) Recruitment-2025' on https://cdri.res.in

For the Post of JSA (Gen./F&A/S&P) and Jr. Stenographer (Hindi/English) Start date and time of submission of Online Application Form & Payment of Application Fee (Online) through Debit Card/Credit Card/Net Banking	**Monday, 10th Feb., 2025 from 10:00 AM**
Last date and time of Submission of Online Application Form (Thereafter website link will be disabled)	**Monday, 10th March, 2025 up to 05:30 PM**
Date of Written Examination/Proficiency Test	**Will be notified on the CDRI website. Please visit the CDRI website regularly.**
Issue of Admit Card/Call letter to the eligible candidates through Access link available on CDRI Website	**Will be Notified on CSIR-CDR Website Please visit the CDRI website regularly.**

Hard Copy of application shall not to be sent to CSIR-CDRI

CSIR-Central Drug Research Institute, Lucknow is a constituent laboratory under Council of Scientific and Industrial Research (CSIR), New Delhi an autonomous body under Ministry of Science & Technology, Gov. of India. It is a unique R&D Institution in the country with state-of-the-art infrastructure for fundamental chemical and biomedical research driven new drug discovery and development. Institute is richly contributing to the advancement of understanding of disease biology in the areas of national priorities, and set-off revolution of Indian pharma sector over the past 70 years. In the coming years, Institute would like to focus unmet as well as unaffordable medical needs of the nation, including re-emerging parasitic & infectious diseases and those diseases which Indian population is bracing due to changed life style including ageing related diseases.

CSIR-CDRI/Govt. of India strives to have a workforce which reflects gender balance and woman candidates are encouraged to apply.

1. Details of the vacany positions/qualification etc.

Institute invites **ONLINE** applications from eligible, suitably qualified, dynamic, and dedicated Indian applicant for the following vacant posts of Jr. Secretariat Assistant (Gen./F&A/S&P) and Jr. Stenographer (Hindi/English) on direct recruitment basis:

(a) Jr. Secretariat Assistant (Gen./F&A/S&P)-Post Code-A

No. of Posts & Reservation status	Classification and Pay level/Pay Matrix & Total Emoluments (Rs.)	Essential Qualification	**Upper Age Limit not exceeding (as on last date of submission of online application i.e. 10.03.2025)
Total post : 07 **(Category wise break up are given as Sl. No. 2)**	Group C (Non-Gazetted) Pay Level-2, Cell-1 (Pay Scale Rs. 19900-63200/-) Total Rs. 36,500/- (Approx.)	10 + 2/XII or its equivalent and proficiency in computer type speed @35 w.p.m. in English or @30 w.p.m. in Hindi and in using computer as per the prescribed norms fixed by the DoPT from time to time.	28 years (Age relaxation as per Extant Rules)

JOB REQUIREMENTS: To perform Administrative work, data entry, filing or any other official work as and when assigned by the Competent Authority. The candidate may be posted in any Division/Section of the Institute as per the requirement of the Institute.

(b) Jr. Stenographer (Hindi/English)-Post Code-B

No. of Posts & Reservation status	Classification and Pay level/Pay Matrix & Total Emoluments (Rs.)	Essential Qualification	**Upper Age Limit not exceeding (as on last date of submission of online application i.e. 10.03.2025)
Total Post : 04 **(Category wise break up are given as Sl. No. 2)**	Group C (Non-Gazetted) Pay Level-4, Cell-1 (Pay Scale Rs. 25500-81100/-) Total Rs. 49,623/- (Approx.)	10 + 2/XII or its equivalent and proficiency in Stenography as per the prescribed norms fixed by the DoPT from time to time, in Shortahand, either in English or in Hindi.	27 years (Age relaxation as per Extant Rules)

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* Approximate total emoluments on minimum of scale including HRA, TA as applicable in Class 'Y' Cities and DA as applicable to Central Government Staff.

** Please see age relaxation under Relaxation Column

Abbreviations : Gen: *General;* ***S&P:*** *Stores & Purchase;* ***F&A:*** *Finance & Accounts*

JOB REQUIREMENTS: Stenographic work/ Administrative work in any of the Division/section of the Institute as per the decision of the Competent Authority.

Preference for Posts/Cadres:

Candidates will provide their preference for the Cadres of the post of Jr. Secretariat Assistant (JSA) viz. General (Gen), Finance & Accounts (F&A) and Stores & Purchase (S&P) in the Online application. "Allocation of cadre i.e. General, Finance & Accounts and Store & Purchase to the panel of selected candidates shall be decided by CSIR-CDRI on merit cum preference".

Note:- One Written Exam for all three Post Code-A

2. Vacancy Details

(a) Jr. Secretariat Assistant (Gen./F&A/S&P)-Post Code-A

Name of the Post	Total	Category wise break up				
		SC	ST	OBC	EWS	UR
JSA (Gen.)	04	01	-	01	-	02
JSA (F&A)	02	-	-	01	-	01
JSA (S&P)	01	-	-	-	-	01
Grand Total	**07**	**01**	**-**	**02**	**-**	**04**

(b) Jr. Stenographer (Hindi/English) Post Code-B

Name of the Post	Total	Category wise break up				
		SC	ST	OBC	EWS	UR
Jr. Stenographer (Hindi/English)	04	01	-	01	-	02

***Abbreviations**: **SC**: Scheduled Caste; **ST:** Scheduled Tribe, **OBC**: Other Backward Class, **EWS**: Economically Weaker Section ; **UR**: Unreserved & **PwBD**: Persons with Benchmark Disabilities.*

3. Application Fee

Unreserved (UR), OBC and EWS Categories	500/-
Women/SC/ST/PwBD/Ex-Servicemen/CSIR Departmental Candidates	NIL

4. AGE LIMIT AND RELAXATIONS (Relaxation in the Upper Age Limit):

Sl. No.	Category	Age-relaxation permissible beyond upper age limit
I.	Scheduled Caste/Scheduled Tribe (SC/ST)	5 Years (where the posts/ vacancies are reserved for SC/ST category)
II.	Other Backward Classes (OBC)	3 Years (where the posts/ vacancies are reserved for OBC category)
III.	PwBD (Unreserved)	10 Years
IV.	PwBD (SC/ST)	15 Years (where the posts/ vacancies are reserved for SC category)
V.	PwBD (OBC)	13 Years (where the posts/ vacancies are reserved for OBC category)
VI.	Ex-Servicemen	3 years after deduction of the actual military service rendered from the actual age as on the closing date
VII.	Widow	As per Section 4 (d)
VIII.	CSIR Departmental Candidates	No age limit provided they possess the prescribed qualifications.
IX.	Any other age relaxation	As per extant GoI/DoPT/CSIR Recruitment Rule

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a. The minimum age for applying is 18 years as on the last date of submission of online application.

b. No relaxation of age limit for applicants under employment of Central Govt./State Govt./Autonomous Bodies will be allowed.

c. SC/ST/OBC(NCL) candidates who apply against the posts not reserved for them i.e. Unreserved (UR) posts will not be eligible for age relaxation and they will be treated at par with general candidates in respect of their selection [Application Fee Exemption is, however, applicable for SC and ST candidates in such cases].

d. Candidates belonging to the reserved categories of SC/OBC/PwBD/EWS/Ex-servicemen must upload a scanned copy of their certificate in the prescribed format as the case may be (**Annexed**) signed by the specified authority valid for appointment of posts under the Central Government. In addition, the OBC candidates have to submit a declaration as per **Annexed.**

e. As per GOI provisions, the upper age limit is relaxable up to the age of 35 years for Widows, divorced Women and Women Judicially separated from their Husbands who are not remarried but no relaxation of educational qualification or method of recruitment (upto 40 years for members of Scheduled Castes/Scheduled Tribe candidates in respect of the posts reserved for them). The persons claiming age relaxation under this sub-para would be required to produce following documentary evidence:

i. In case of Widow, Death Certificate of her husband together with the Affidavit that she has not remarried since.

ii. In case of divorced Women and Women judicially separated from their husbands, a certified copy of the judgment/decree of the appropriate Court to prove the fact of divorce or the judicial separation, as the case may be, with an Affidavit in respect of divorced Women that they have not remarried since.

f. The cut-off date for determining the age, qualifications, claim of OBC/SC/ EWS/ PwBD status or any other benefit viz. fee concession, reservation, age-relaxation, etc., where not specified otherwise shall be the last date for submission of online application i.e. 10th March, 2025.

g. Candidates may also note that in respect of the above, their candidature will remain provisional till the veracity of the concerned document is verified by the Appointing Authority. Candidates are cautioned that a suitable action will be taken in case they fraudulently claim OBC/SC/ EWS/ ESM/ PwBD status or avail any other benefit.

h. Age relaxation of 10 years (15 years for SC and 13 years for OBC candidates) in the upper age limit shall be allowed to persons suffering from (a) blindness or low vision (b) deaf and hard of hearing (c) loco motor disability or cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy (d) autism, intellectual disability, specific learning disability and mental illness and (e) multiple disabilities from amongst persons under clauses (a) to (d) including deaf blindness subject to the condition that maximum age of the applicant on the crucial date shall not exceed 56 years. The age concession to the persons with benchmark disabilities shall be admissible irrespective of the fact whether the post is reserved for persons with disabilities or not, provided the post is identified as suitable for the relevant category of disability. Relaxation of the age limit would be permissible to such persons who have a minimum 40% disability.

i. Candidate(s) must upload scanned relevant documents/certificates/testimonials along with their recent coloured photograph and signature as specified therein. Further, candidate(s) must pay the online application fee, if applicable. Candidate(s) must ensure that all the details provided by the candidates in the online application form tally with the respective documents/certificates/testimonials.

j. SC/ST/OBC certificates should be in the prescribed formats for appointment to posts under the Government of India (GoI). The OBC (Non-Creamy Layer) certificates must also meet the Non-Creamy Layer criteria for appointment to posts under the GoI as laid down by the GoI and not for appointment in any of the States of Union bearing references to those State Govt. orders.

k. Eligibility for OBC candidates will be based on castes listed in the Central List of the Government of India, and their sub-caste must match the entries in this list; otherwise, their candidature will not be considered under any reserved category and will be treated as Unreserved (UR), if otherwise eligible. OBC candidates in the "Creamy Layer" are not entitled to concessions available to the OBC category and must indicate their category as General.

l. The OBC (Non-Creamy Layer) are required to additionally furnish a 'Form of Declaration' supporting their claim that they do not belong to the OBC (Creamy Layer) category based on income for the immediate preceding three financial years.

5. Mode of Selection, Scheme of Examination, Syllabus and Break up of Marks

A. Mode of Selection

i. **Open Written Examination: -** For posts of Junior Secretariat Assistant (General/Finance & Account/Store & Purchase) there will be two papers (Paper-I and Paper – II). The second paper will be evaluated only for those candidates who secure the minimum threshold marks (to be determined by the Selection Committee) in the first paper.

ii. Proficiency in Typing Test on Computer (Qualifying in nature)

B. Syllabus of written Exam for the post of Junior Secretariat Assistant (Gen./F&A/S&P):-

The candidates fulfilling all essential qualification will be invited for open competitive written examination and typewriting test on Computer (Qualifying in nature).

Mode of Examination	OMR based or Computer Based Objective type Multiple Choice Examination
Medium of Questions	The questions will be set both in English and Hindi except the questions on English language.
Standard of Exam	Class XII
Total No. of Questions	200
Total time allotted	2 hours 30 minutes

Paper – I (Time allotted – 90 Minutes)

Subject	No. of questions	Maximum Marks	Negative Marks
Mental Ability Test*	100	200 (two marks for every correct answer)	There will be no negative marks in this paper.

* Mental Ability Test will be so devised so as to include General Intelligence, Quantitative Aptitude, Reasoning, Problem Solving, Situational Judgement etc.

Paper-II (Time Allotted-1 hour)

Subject	No. of questions	Maximum Marks	Negative Marks
General Awareness	50	150 (three marks for every correct answer)	One negative mark for every wrong answer
English Language	50	150 (three marks for every correct answer)	One negative mark for every wrong answer

iii. Norms for Skill Test: -

English Typing @ 35 w.p.m. or
Hindi Typing @ 30 w.p.m.
(Time allowed – 10 Mts.)

(35 words per minute and 30 words per minute correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word)

There will be English Typing Test/Hindi Typing Test for those candidates who opt for English/Hindi as their medium of typing test respectively.

The Hindi typing test on computers will be on **Unicode Hindi Font (Mangal Font) (Remington/Inscript Keyboard layout)**.

The choice of medium of Proficiency test given by the candidates in the Online Application Form shall be treated as final and no change in the medium of Proficiency test will be entertained. The criteria of evaluation of type-scripts of typewriting test in Hindi/Enlgish is enclosed as **Annexure-XIII**. Any other new instructions issued prior to the conduct of the proficiency test shall be applicable.

iv. Preparation of Merit List: -

I. There will be two papers (Paper-I and Paper-II) in the written competitive examination. Paper-I is qualifying in nature.

II. The Paper-II will be evaluated only for those candidates who secure the minimum threshold marks (to be determined by the Selection Committee) in the Paper-I.

III. In case of tie of marks obtained by candidates in Paper-II, the methodology will be followed as per CSIR guidelines as on date.

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IV. The proficiency in Computer typing speed and in using computer will only be qualifying in nature.

V. The merit list will only comprise of those candidates who will qualify the proficiency test in computer typing. Merit list will be prepared based on marks obtained in Paper-II.

6. Scheme of Examination, Syllabus and Break up of Marks

A. Scheme of Competitive Written Examination for Junior Stenographer

Mode of Examination	OMR based or Computer Based Objective type Multiple Choice Examination
Medium of Questions	The questions will be set both in English and Hindi except the questions on English language.
Standard of Examination	10+2/XII
Total No. of Questions	200
Total time allotted	Total 2 hours (2 hours and 40 minutes for the candidates eligible for scribe)

Competitive Written Examination will consist of only **one Paper** with three parts as detailed below: -

Part	Subject	No. of questions	Maximum Marks	Negative Marks
I	General Intelligence & Reasoning	50	50	0.25 marks is deducted for every wrong answer
II	General Awareness	50	50	0.25 marks is deducted for every wrong answer
III	English Language & Comprehension	100	100	0.25 marks is deducted for every wrong answer

B. Proficiency Test in Stenography

The candidates will be given one dictation for 10 minutes in English and Hindi (as opted by the candidates in the Application Form) at the speed of 80 w.p.m. for the post of Junior Stenographer. The transcription time is as follows: -

S. No.	Language of Skill Test	Time Duration (in minutes)	Time Duration (in minutes) for the candidates eligible for scribe
1.	English	50	70
2.	Hindi	65	90

C. Evaluation of Transcripts of Stenography Tests-Nature of Mistakes

The methodology of evaluation of the Stenography Test, caluculation of mistakes, etc., is enclosed as **Annexure-XIV**. Any other new instructions issued prior to the conduct of the proficiency test shall be applicable.

D. Mode of Selection and preparation of Merit List

The candidates fulfilling all necessary eligibility criteria will be invited for competitive written examination and proficiency in Stenography.

I. The proficiency in stenographer will only be qualifying in nature.

II. The final merit list will be prepared on the basis of the performance of the candidates in the competitive written examination.

III. The merit list will only comprise of those candidates those who have qualified the proficiency test in stenography.

E. Sequence/Order of conducting Competitive Written Examination and Proficiency Test in Stenography

The sequence of conducting Proficiency Test in Stenography followed by Competitive Written Examination of vice versa will be decided by the Selection Committee of CSIR-CDRI and the same will be notified through the CSIR-CDRI Website for information of all concerned.

7. Methodology for Resolution of Tie cases:

In the event of tie in scores of candidates in Written Exam, merit will be decided by applying following criteria, as notified by CSIR vide its Circular Letter No. 5-1(211)/2014-PD dated 30.05.2023, in the order of precedence given below till tie is resolved:

i) Candidate with lesser negative marks, if applicable, in the papers (which have been considered for preparation of merit) of Written Test placed higher,

ii) Date of Birth, with older candidate placed higher,

iii) Candidate acquiring Essential Degree earlier placed higher,

iv) Alphabetical Order in which first names of the candidates appear.

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8. Terms & Conditions:

(8.1) Benefits under Council Service:

a. The above posts carry Pay and Allowances, such as HRA and Traveling allowance etc. at Central Government rates as applicable to the employees of Council at the place of posting and as made applicable to the employees of Council stationed at Lucknow (Class 'Y' City).. In addition, other benefits such as Leave Travel Concession and Reimbursement of Medical expenses and Children's Education Allowances etc. are also available, as per CSIR rules. Accommodation will be provided as per CSIR Allotment Rules depending on availability in which case HRA will not be admissible.

b. In addition to the emoluments indicated against each category of posts, benefits such as reimbursement of Medical expenses, Leave Travel Concession, House Building Advance etc. are available as applicable to Council Employees.

c. All new entrants will be governed by the National Pension System applicable w. e. f. 01.01.2004 as notified by the Government of India and adopted by CSIR vide their letter number 17/68/2001-E.II, dated 23.12.2003 and other instructions issued on the subject. However, persons selected from other Government Departments/ Autonomous Bodies/ Public/Sector Undertakings/ Central Universities having Pension Scheme on Govt. of India pattern will continue to be governed by the existing Pension Scheme i.e. CCS (Pension) Rules, 2021, as per rules.

(8.2) General Conditions and Information:

a. The applicant must be a citizen of India.

b. The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for Skill test/written Exam/appointment. If on verification either before or after at any of the stage of selection process, it is found that any candidate does not fulfill any of the eligibility conditions, his/her candidature will be summarily cancelled forthwith.

c. The decision of CSIR-CDRI in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, will be final and binding on the candidates and no enquiry or correspondence will be entertained in this connection from any candidate or his/her agency.

d. The number of vacancies indicated against each category/post is provisional and may vary at the time of selection. The CSIR-CDRI, Lucknow reserves the right to cancel all or part of the advertised vacancies at any stage of the recruitment process.

e. Applicants working in Government Departments shall be required to intimate to their Department/Office and have to submit "**No Objection Certificate"/"Intimation to the office"** from their employer at time of document verification or when asked to submit, failing which their candidature will NOT be considered. CSIR-CDRI will not accept any person on lien or deputation basis.

f. All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement as on the closing date prescribed for online application. They are advised to satisfy themselves before applying that they possess atleast the essential qualifications laid down for the posts as on the last date of receipt of online applications. No enquiry asking for advice as to eligibility will be entertained. The prescribed educational qualifications should have been obtained from a University/Institution/Board recognized by Govt. of India/approved by Govt. Regulatory Bodies and final result should have been declared on or before the last date of receipt of online application.

g. In case of Universities/Institutes awarding CGPA/SGPA/OGPA grades, etc., candidates are requested to convert the same into percentages based on the formula as per their University/Institute.

h. If any document/certificate furnished is in a language other than Hindi or English, a transcript of the same duly attested by a Gazetted Officer or Notary is to be submitted.

i. All applicants must ensure to upload Pdf scan copy of original documents of the relevant certificates i.e. proof of Date of Birth (Matriculation of equivalent certificate for age proof) relevant educational qualification, caste cerfificate, experience certificate etc., if applicable alongwith online application, failing which application will not be considered.

j. In respect of equivalent clause in Essential qualification, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement, then the candidate is required to produce order/letter in this regard, indicating the Authority (with number and date) under which it has been so treated otherwise the Application is liable to be rejected.

k. Incomplete applications and lack of required certificates/documents are liable to be rejected. Any discrepancy found between the information gien in application and as evident in original documents will make the candidate ineligible for the post (s).

l. This is for information that, if any declaration given or information furnished by any candidate proves to be false or if he/she is found to have willfully suppressed any material information, his/her candidature may be cancelled at any stage and/or he/she will be liable to removal from service after joining at any stage, and such other action as may be deemed necessary may be taken by the Competent Authority.

m. These posts are local and the normal place of posting is in CSIR-CDRI, Lucknow. However, the appointees are liable to be posted at any of the Laboratories/Institutes of CSIR in exigencies of work.

n. In case candidates could not submit their online application due to failure of server/any technical defect at the last moment, last date will not be extended. Therefore, candidates are advised to submit online application well in advance without waiting for the last date of submission of application. Institute's decision shall befinal and binding and no enquiry will be entertained in this regard.

o. As the scrutiny of applications will be done on the basis of information furnished in the Online application form by the applicants, it is necessary that only accurate, full and correct information is furnished by the applicants. Furnishing of wrong/false information will be a disqualification and CSIR-CDRI will not be responsible for any of the consequence of furnishing such wrong/false information.

p. The date of determining the upper age limit/experience/qualifications shall be closing date for submission of Online applications i.e. 10th March, 2025.. The period of experience in a discipline/area of work, where-ever prescribed, shall be counted after the date of acquiring the minimum educational qualification prescribed for that Group/Grade.

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q. Applications from employees of Government Departments will be considered only if forwarded through proper channel, certified by the employer that the applicant if selected will be relieved within one month of the receipt of the appointment orders. Also, vigilance clearance should also be recorded. However, advance copy of the application may be submitted before the closing date. Applications routed through proper channel should reach CSIR-CDRI, Sector-10, Jankipuram Extension, Lucknow – 226 031 at the earliest.

r. The period of experience in a Trade/area of work, wherever prescribed, shall be counted after the date of acquiring the minimum prescribed educational qualifications prescribed for that post. The period of experience in the requisite discipline/area of work wherever prescribed shall be counted w.e.f. the date of acquiring the prescribed minimum educational qualifications required for that post.

s. The candidate recruited shall be placed on probation for a period for two years from the date of joining, which may be extended and curtailed at the discretion of the Appointing Authority.

t. Canvassing in any form and/or bringing any political influence or otherwise will be treated as a disqualification for the post.

u. Candidates applying for more than one post code should submit separate online application form. Incase a candidate submits multiple online application for a single post code with different emal id only the latest completed application will be entertained and a single application will be entertained from each candidates for each post code.

v. The Director CSIR-CDRI reserves the right to cancel the advertisement without assigning any reason therefore or reserves the right not to fill posts. The number of vacancies indicated against each post/category is provisional and may increase or decrease during the selection process. This advertisement does not necessarily tantamount to the selections being actually made. The selection process is subject to the CSIR instructions prevalent at a given point of the time during various stages of selection process.

w. The decision of the Director, CSIR-CDRI in all matters to eligibility, acceptance or rejection of applications, mode of selection and conduct of written examination, typing/Proficiency test and not to fill up all or any of the posts will be final and binding on the candidates. No enquiry or correspondence will be entertained in this connection from any individual or agency on behalf of the candidates. The Competent Authority has a right to amend, delete and add terms and condition to their end.

x. For any issue that is not covered in this advertisement, appropriate instructions of CSIR will apply.

y. Applicant must disclose as to whether any of their close relatives are employees of CSIR-CDRI or CSIR or any other laboratory/Institute of CSIR in the application form. Close relations would include wife/husband/son/daughter/parents/brother/sister or any/ other person related to them by blood or marriage, whether they are dependent or not.

z. Candidate should ensure that he/she possesses essential educational qualification/experience in the relevant area as required in the category/post, for which he/she is applying, on the last date of filling of online application.

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aa. Any discrepancy found between the information given in application and as evident in original documents will make the candidate ineligible for appearing in Skill Test/Written Examination.

bb. Instructions on all kinds of reservations as received from Govt. of India/CSIR from time to time shall be implemented to the extent applicable in this advertisement.

cc. Medium of typing test/Proficiency Test and medium of written Examination will be the same and once opted cannot be changed at later stage.

dd. Date of Birth filled by the candidate in the online application form and the same recorded in the Matriculation/10th Standard or equivalent mark-sheet/certificate indicating date of birth will be accepted for determining the age and no subsequent request for change will be considered /granted.

Where date of birth is not available in certificate/ mark sheets, issued by concerned Educational Boards, School leaving certificate indicating Date of Birth will be considered.

ee. Persons with Benchmark Disabilities (PwBD) fulfilling the eligibility conditions prescribed under GOI instructions are encouraged to apply.

ff. Persons with Benchmark Disabilities (PwBD) is entitled to age concession by virtue of being a Central Government Employee, concession to him/her will be admissible either as a 'person with Benchmark disability' or as a 'Central Government Employee' whichever may be more beneficial to him/her.

gg. Any discrepancy found between the information given in application and as evident in original documents will make the candidate ineligible for the post.

hh. Any further information regarding this advertisement like date, time and venue of tests, addendum/corrigendum or any variation in number of post/ cancellation of post etc, will ONLY be made available through CSIR-CDRI website https//www.cdri.res.in Therefore, candidates are advised to keep visiting regularly the website of the Institute https://www.cdri.res.in.

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सी.एस.आई.आर.– केन्द्रीय औषधि अनुसंधान संस्थान, लखनऊ
स्था.1951
Estd. 1951
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9. How to apply

a. Eligible candidates are required to apply ONLINE by accessing the website https://cdri.res.in or accessing the link "**Jr. Secretariat Assistant (Gen./F&A/S&P) and Jr. Stenographer Recruitment-2025"** available on CDRI Website https://cdri.res.in

b. For online application process please refer "How-to-apply online" instructions, "Fee Payment Procedure' and 'Application Replica' available on the above- mentioned website. Advt.No. CSIR-CDRI/02/2025

c. If the candidate does not have a valid email id, he/she should create a new valid email ID before applying online and should be kept active during the entire recruitment process.

d. The deadlines for the above-mentioned stages of application are as follows: -

1. Start Date for Registration/fee submission for Online Application: **10-02-2025 at 10:00 AM**.
2. Last Date for Submission of Online application: **10-03-2025 at 05.30 PM.**

e. Following documents must be uploaded in online application form:-

i. Fee receipt of Rs. 500/- as application fee, where applicable.
ii. Original Scan copies of certificates of Date of Birth, Educational qualification, Mark sheet, Service certificate for ex-servicemen etc.
iii. Original Scan copy of ***Caste Certificate in Govt. of India (GOI) format***, if applicable.
iv. Original Scan copy of ***Disability certificate (PwBD) issued by competent authority,*** if applicable.
v. Original Scan copies of higher qualification acquired, experience, if any

10. Guidelines for Online Application

a. Eligible candidates are required to apply ONLINE by accessing the CDRI website www.cdri.res.in or accessing the link **"Jr. Secretariat Assistant (Gen./F&A/S&P) and Jr. Stenographer Recruitment-2025"** available on CDRI website.

b. No other mode of application will be accepted.

c. Candidates are required to pay application fee of Rs. 500/- as per 'fee payment Procedure' available on the website. The candidates belonging to SC/PwBD/Women/other Gender Category/Ex-Servicemen/CSIR Employees as well as Identified Casual Workers in CSIR are exempted from submission of application fee.

d. Application once made will not be allowed to be withdrawn and fees once paid will not be refunded on any account nor can it be held in reserve for any other recruitment or selection process.

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e. Candidates are advised in their own interest to submit the online application much before the closing date and not to wait till the last date to avoid the possibility of disconnection/inability or failure to login to the CSIR website on account of heavy load on the website during the closing days.

f. Not more than one application should be submitted by any candidate. In case of multiple applications, only the latest valid (completed) application will be retained and the application fee/ intimation charges paid for the other multiple registration(s) will stand forfeited.

g. When application is successfully submitted, it will be accepted 'Provisionally'. Candidate should take printout of the application form for their own records. **Printout of the online Application Form is not required to be sent to the CSIR-CDRI.**

11. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT/ USE OF UNFAIR MEANS

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application. At the time of examination, interview or in a subsequent selection procedure, if a candidate is (or has been) found guilty of –

a. using unfair means or

b. impersonating or procuring impersonation by any person or

c. misbehaving in the examination/ interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or

d. resorting to any irregular or improper means in connection with his/her candidature or

e. Obtaining support for his/ her candidature by unfair means, or

Note:- In case of discrepancy found between English edition of this advertisement and its Hindi translation, the English edition of this advertisement will be valid. Any further information regarding this advertisement like date, time and venue of tests, addendum/corrigendum or any variation in number of post/cancellation of post etc. will be made available through CSIR-CDRI website: https://www.cdri.res.in only. Therefore, candidates are advised to keep a regular watch the website of the Institute accordingly. In the event of any inconsistency between Hindi and English version, the English version shall prevail

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DISCLAIMER

Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any of the Recruitment Process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect. Clarifications/decisions given/to be given by the CSIR-CDRI, regarding process for recruitment shall be final and binding. The decision of the Director, CSIR-CDRI in all matters relating to eligibility, acceptance or rejection of applications and not to fill up all or any of the posts will be final and binding.

NO INTERIM ENQUIRY AND CORRESPONDENCE WILL BE ENTERTAINED

Sr. Controller of Administration
coa@cdri.res.in
0522-2771960

HINDI VERSION FOLLOWS

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Annexure-I

The form of certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under the Government of India

This is to certify that Shri / Shrimati / Kumari* ..... Son/daughter* of ……..…… of village/town*…….. in District/Division*……..of the State/UnionTerritory*……belongs to the……. caste/tribe* which is recognized as a Scheduled Caste/Scheduled Tribe* under: -

@ The Constitution (Scheduled Castes) Order, 1950 @ The Constitution (Scheduled Tribes) Order, 1950
@ The Constitution (Scheduled Castes) Union Territories Order, 1951 @ The Constitution (Scheduled Tribes) Union Territories Order, 1951

[as amended by the Scheduled Castes and Scheduled Tribes List (Modification) Order, 1956; the Bombay Reorganisation Act, 1960, the Punjab Re-organisation Act, 1966, the State of Himachal Pradesh Act, i 1970, the North Eastern Areas (Reorganisation) Act, 1971, the Scheduled Castes and Scheduled Tribes Order (Amendment) Act. 1976., the State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganisation) Act. 1987.]

@ The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956
@ The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976
@ The Constitution (Dadar and Nagar Have ii) Schedule Castes Order, 1962 @ The Constitution (Dadar and Nagar Haveli) Scheduled Tribes Order, 1962 @ The Constitution (Pondicherry) Scheduled Castes Order, 1964 @ The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967
@ The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968 @ The Constitution (Goa, Daman and Dill) Scheduled Tribes Order, 1968 @ The Constitution (Nagaland) Scheduled Tribes Order, 1970
@ The Constitution (Sikkim) Scheduled Castes Order, 1978 @ The Constitution (Sikkim) Scheduled Tribes Order, 1978
@ The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989 @ The Constitution (SC) Order (Amendment) Act, 1990
@ The Constitution (ST) Order (Amendment) Act, 1991
@ The Constitution (ST) Order (Second Amendment) Act. 1991
@ The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act 2002 @ The Constitution (Scheduled Castes) Order (Amendment) Act, 2002

@ The Constitution (Scheduled Castes and Scheduled Tribes) Orders (Amendment) Act, 2002 @ The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002
@ The Constitution (Scheduled Caste) Order (Amendment) Act 2007

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%2. Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State/Union Territory Administration to another,

This certificate is issued on the basis of the Scheduled Castes / Scheduled Tribe certificate issued to Shri / Shrimati* …… Father / Mother of Shri / Shrimati / Kumari*
…… of village/town*/Territory**
…….. in District/Division* …….. of the State/Union Territory* who belong to the caste/tribe* which is recognized as a Scheduled Caste/Scheduled Tribe* in the State/ Union Territory* issued by the
..……. dated…….

%3. Shri/ Shrimati/ Kumari*……and/ or* his/ her* family ordinarily resides in village/town*…….. of …… District/Division* of the State/ Union Territory* of……..

Signature……..

**Designation…….

(With Seal of Office)
State/UnionTerritory
*

Place: ……..
Date: ……
* Please delete the words which are not applicable. @ Please quote specific Presidential Order.
% Delete the paragraph which is not applicable

NOTE: The term "ordinarily reside (s)" used here will have the same meaning as in Section 20 of the Representation of the People Act. 1950.

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**List of authorities empowered to issue Scheduled Caste/Scheduled Tribe Certificate

(i) District Magistrate/ Additional District Magistrate/ Collector/ Deputy commissioner/ Additional Deputy Commissioner/ Deputy Collector/ 1st Class stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner. (not below of the rank of 1st Class Stipendiary Magistrate).
(ii) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate.
(iii) Revenue Officers not below the rank of Tehsildar.
(iv) Sub Divisional Officer of the area where the candidate and/or his/her family normally resides
(v) Administrator/Secretary to Administrator/Development Officer (Lakshadweep)

Note:

ST candidates belonging to Tamil Nadu State should submit caste certificate ONLY FROM THE REVENUE DIVISIONAL OFFICER

Annexure –II

Form of certificate to be produced by Other Backward Classes applying for appointment to posts under the Government of India.

This is to certify that Shri / Smt. / Kumari ……..……. son / daughter …… of ……. village/town ……. In District/Division belongs to the ……. community which is recognized as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No. …… dated ……..* and/or his family ordinarily reside(s) in the…….. District/Division …… of the …….. State/Union Territory. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93- Estt. (SCT) dated 8.9.1993, OM No. 36033/3/2004- Estt. (Res) dated 9th March, 2004, O.M. No. 36033/3/2004-Estt. (Res) dated 14th October, 2008 and O.M. No. 36033/1/2013-Estt. (Res) dated 27th May, 2013**

……

Dated: Signature……..

Designation.....$

…….. Seal:

---

*- The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

**- As amended from time to time.

$ - List of Authorities empowered to issue Other Backward Classes certificate

(i) District Magistrate/ Additional District Magistrate/ Collector/ Deputy commissioner/ Additional Deputy Commissioner/ Deputy Collector/ 1st Class stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner. (not below of the rank of 1st Class Stipendiary Magistrate).

(ii) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate.

(iii) Revenue Officers not below the rank of Tehsildar.

(iv) Sub Divisional Officer of the area where the candidate and/or his/her family normally resides

(v) Administrator/Secretary to Administrator/Development Officer (Lakshadweep)

Note: - The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

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ANNEXURE - III

Form of declaration to be submitted by the OBC – NCL candidate (in addition to the community certificate)

I ……. Son/daughter of Shri.....resident of village / town / city ……. district ..... state .....hereby declare that I belong to the ……. community which is recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No. 36102/22/93-Estt.(SCT) dated 8-9-1993. It is also declared that I do not belong to persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the above referred Office Memorandum dated 8-9-1993, O.M. No. 36033/3/2004-Estt.(Res.) dated 9th March, 2004 and O.M. No. 36033/3/2004-Estt.(Res.) dated 14th October, 2008 and as amended time to time.

I also declare that the condition of status / annual income for creamy layer of my Parents / guardian is within prescribed limits as on last date of application.

Signature
…… Full
Name ……
Address ……

Place:……
Date:……..

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Annexure - IV

Government of …….
(Name & Address of the Authority Issuing the Certificate)

Income & Asset Certificate to be produced by Economically Weaker Sections

Certificate No: …… **Date: …….**
Valid for the year……

This is to certify that Shri / Smt. / Kumari…….. Son / daughter / wife of…….. Permanent resident of, ……. Village / Street, Post Office, Territory Pin Code……..… whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his / her family** is below Rs. 8 lakhs (Rupees Eight Lakh only) for the financial year …… His / her family does not own or possess any of the following assets**:

I. 5 acres of agricultural land and above;
II. Residential flat of 1000 sq. ft. and above
III. Residential plot of 100 SQ. Yards and above in notified municipalities;
IV. Residential plot of 200 sq. yards and above in. areas other than the notified municipalities.

2. Shri /Smt. / Kumari……. belongs to the caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

Signature with seal of Office…….
Name…….
Designation
……

Recentpassport size attested photograph of the applicant

*Note 1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

Note 2: The term "Family**" for this purpose include the person, who seeks benefit of reservation, his / her parents and siblings below the age of 18 years as also his / her spouse and children below the age of 18 years

***Note 3: The property held by a "Family' in different locations or different places / cities have been clubbed while applying the land or property holding test to determine EWS status.

****

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Annexure – V

Form-V

Certificate of Disability

(In cases of amputation or complete permanent paralysis of limbs or dwarfism and in cases of blindness) [See rule 18(1)]

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recentpassport size attested photograph (showing face only) of the person with disability

Certificate No……..

This is to certify that I have carefully examined Shri / Smt / Kumari …….. Son / Wife / Daughter of Shri ……..……... Date of Birth …… (DD/MM/YY) Age……. years, male / female ……. Registration No…… Permanent resident of House No ……..

Ward / Village / Street……. Post Office …… District……State …… Whose photograph is affixed above, and am satisfied that:

(A) He/She is a case of:

- Locomotor disability
- Dwarfism
- Blindness

(Please tick as applicable)

(B) The diagnosis in his / her case is …….

(A) He / she has……..% (in figure) …….. percent (in words) permanent Locomotor Disability / dwarfism / blindness in relation to his / her.....(part of body) as per guidelines (number and date of issue of the guidelines to be specified).

2. The applicant has submitted the following document as proof of residence: -

Nature of Document	Date of Issue	Details of Authority Issuing Certificate

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Signature and seal of Authorised Signatory of
Notified Medical Authority)

Note: Certificate should be given by a specialist of the relevant stream/disability (e.g. Visual impairment – Ophthalmologist, Locomotor disability – Orthopedic specialist / PMR).

Servicemen (Re-employment in Central Civil Service and Posts) Rules, 1979, as amended from time to time.

Place: …… Date:

……

Signature and Name of Candidate

Form-VI

Certificate of Disability

(In cases of Multiple Disabilities) [See rule 18(1)]

(Name and Address of the Medical Authority issuing the Certificate)

Recentpassport size attested photograph (showing face only) of the person with disability

Certificate No. …….. Date:……..

This is to certify that we have carefully examined Shri /Smt. / Kumari. …… son / wife / daughter ……..of Shri ……. Date of Birth (DD/MM/YY) …… Age …….. years, male / female. Registration No. ……. permanent ……..resident of House No. …… Ward / Village / Street …… Post Office ……..District ……. State, whose photograph is affixed above, and am satisfied that:

(A) He/she is a case of Multiple Disability. His/her extent of permanent physical impairment/disability has been evaluated as per guideline (……. number and date of issue of the guidelines to be specified) for the disabilities ticked below, and is shown against the relevant disability in the table below:

Sl. No.	Disability	Affected Part of Body	Diagnosis	Permanent Physical Impairment/Mental Disability (in%)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Dwarfism			
5.	Cerebral Palsy			
6.	Acid attack Victim			
7.	Low vision	#		
8.	Blindness	#		
9.	Deaf	€		
10.	Hard of Hearing	€		
11.	Speech and Language disability			

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12.	Intellectual Disability			
13.	Specific learning Disability			
14.	Autism Spectrum Disorder			
15.	Mental illness			
Sl. No.	**Disability**	**Affected Part of Body**	**Diagnosis**	**Permanent Physical Impairment/Mental Disability (in%)**
16.	ChronicNeurological Conditions			
17.	Multiple sclerosis			
18.	Parkinson's disease			
19.	Haemophilia			
20.	Thalassemia			
21.	Sickle Cell disease			

(B) In the light of the above, his/her over all permanent physical impairment as per guidelines (..... number and date of issue of the guidelines to be specified), is as follows:
In figures..... percent
In Words ..... percentage

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.
3. Reassessment of disability is:
   i) not necessary OR
   ii) is recommended/ after …… years …….. months, and therefore this certificate shall be valid till..... (DD)/(MM)/(YY)

@ - eg. Left/Right/both arms/legs # - eg. Single eye /both/eyes
€ - eg. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence: -

Nature of Document	Date of Issue	Details of Authority Issuing Certificate

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5. Signature and Seal of the Medical Authority.

Name and Seal of Member	Name and Seal of Member	Name and Seal of the Chairperson

Signature/Thumb impression of the person in whose favour Certificate of Disability is issued.

Annexure – VII

Form-VII Certificate of Disability
(In cases other than those mentioned in Forms V and VI)
(Name and Address of the Medical Authority issuing the Certificate)
[See rule 18(1)]

Recentpassport size attested photograph (showing face only) of the person with disability

Certificate No. …….. Date:……..

This is to certify that I have carefully examined Shri / Smt / Kum..... son / Wife / daughter of Shri ……. Date of Birth (DDD/MM/YY) .....Age …….. years, male / female …… Registration No. …….. permanent resident of House No. …… Ward/Village/Street ……. Post Office …… District …….. State....., whose photograph is affixed above, and am satisfied that he / she is a case of ……. Disability. His/her extent of percentage physical impairment / disability has been evaluated as per guidelines (…… number and date of issue of the guidelines to be specified) and is shown against the relevant disability in the table below:

Sl. No.	Disability	Affected Part Of Body	Diagnosis	Permanent Physical Impairment/Mental Disability (in%)
1.	Locomotor disability			
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Cerebral Palsy			
5.	Acid attack Victim			
6.	Low vision	#		
7.	Deaf	€		
8.	Hard of Hearing	€		
9.	Speech and Language disability			
10.	Intellectual Disability			
11.	Specific learning Disability			
12.	Autism Spectrum Disorder			
13.	Mental illness			
14.	Chronic Neurological Conditions			
15.	Multiple sclerosis			
16.	Parkinson's disease			
17.	Haemophilia			
18.	Thalassemia			
19.	Sickle Cell disease			

(please strike out the disabilities which are not applicable).

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2. The above condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is:

i) not necessary

OR

ii) is recommended / after …… years …….. months, and therefore this certificate shall be valid till ..... (DD)/(MM)/(YY)

@ - eg. Left/Right/both arms/legs # - eg. Single eye /both/eyes

€ - eg. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence: -

Nature of Document	Date of Issue	Details of Authority Issuing Certificate

(Authorised Signatory of Notified Medical Authority)

(Name and Seal)

Countersigned (Countersignature and seal of the Chief Medical Officer/Medical Superintendent/ Head of Government Hospital, in case the Certificate is issued by a Medical Authority who is not a Government Servant (with Seal))

Signature/Thumb impression of the person in whose favour certificate of disability is issued

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Note: In case this Certificate is issued by a Medical Authority who is not a Government Servant, it shall be valid only if countersigned by the Chief Medical Officer of the District.

Annexure-VIII

Certificate for person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing.

This is to certify that, we have examined Mr/Ms/Mrs ……..... (name of the candidate), S/o /D/o ……..……..…, a resident of …… (Vill/PO/PS/District/State), aged ..... years, a person with ……..… (nature of disability/condition), and to state that he/she has limitation which hampers his/her writing capability owing to his/her above condition. He/she requires support of scribe for writing the examination.

2. The above candidate uses aids and assistive device such as prosthetics & orthotics, hearing aid (name to be specified) which is / are essential for the candidate to appear at the examination with the assistance of scribe.

3.This certificate is issued only for the purpose of appearing in written examinations conducted by recruitment agencies as well as academic institutions and is valid upto ....(it is valid for maximum period
of six months or less as may be certified by the Medical Authority)

Signature of Medical Authority

(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)
Orthopedic / PMR specialist	Clinical Psychologist / Rehabilitation Psychologist/Psychiatrist/ Special Educator	Neurologist(if available)	Occupational therapist (if available)	Other Expert, as nominated by Chairperson (if any)
(Signature & Name)				
Chief Medical Officer/Civil Surgeon/Chief District Medical Officer……Chairperson				

Name of Government Hospital/Health Care Centre with Seal

Place: …….

Date: ……..

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Annexure – IX

Letter of Undertaking by the person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing.

I ……..., candidate with ……..… (nature of disability / condition) appearing for the ……. (name of the examination) bearing Roll No. .....at ……. (name of the centre) in the District ……, ……. (name of the state). My educational qualification is .....… -

1. I do hereby state that.....(name of the scribe) will provide the service of scribe for the undersigned for taking the aforementioned examination.

2. I do herby undertake that his qualification is .....In case, subsequently it is found that his qualification is not as declared by the undersigned and is beyond my qualification. I shall forfeit my right to the post and claims relating thereto.

(Signature of the candidate)

(Counter signature by the parent/guardian, if the candidate is minor)

Place: …….

Date: ……..

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Annexure-X

Letter of Undertaking for Using Own Scribe

I ……., a candidate with …… (name of the disability) appearing for the …….. (name of the examination) bearing Roll No.
…… at ……..(name of the centre) in the District ……., …….. (name of the State/UT). My qualification is …….

I do hereby state that.....(name of the scribe) will provide the service of scribe/reader/lab assistant for the undersigned for taking the aforesaid examination.

I do hereby undertake that his/her qualification is ..... In case, subsequently it is found that his / her qualification is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post and claims relating thereto.

(Signature of the candidate with Disability)

Place: …….

Date: ……..

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Annexure-XI

Certificate Regarding Physical Limitation of an Examinee to Write

This is to certify that, I have examined Mr./Ms./Mrs……. (name of the candidate with disability), a person with..... (nature and percentage of disability as mentioned
in the certificate of disability), S/o, D/o ……..a resident of …… (Village/District/Sate) and to state that he/she has physical limitation which hampers his/her writing capabilities owning to his/her disability.

Signatur
e Chief Medical Officer / Civil Surgeon / Medical
Superintendent of a Government Health care
Institution Name & Designation
Name of Government Hospital / Health Care Centre with Seal

Place: …….

Date: ……..

Note: Certificate should be given by a specialist of the relevant stream/disability (e.g. Visual impairment – Ophthalmologist, Locomotor disability – Orthopedic specialist / PMR).

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Annexure - XII

Certificate to be Produced by Serving/Retired/Released Armed Forces Personnel for availing the Age Concession for Posts Filled by Direct Recruitment

A. Form of Certificate applicable for Released/Retired Personnel

It is certified that Rank …… Name ……..whose date of birth is

…..... has rendered service from ..... to.....in Army/ Navy/Air Force.

2. He has been released from military services:

% a) on completion of assignment otherwise than

i) by way of dismissal, or

ii) by way of discharge on account of misconduct or inefficiency, or

iii) on his own request, but without earning his pension, or

iv) he has not been transferred to the reserve pending such release

% b) on account of physical disability attributable to Military Service.

% c) on invalidment after putting in at least five years of Military service

3. He is covered under the definition of Ex-Serviceman (Re-employment in Central Civil Services and Posts) Rules. 1979 as amended from time to time

Place: …….....

Date: …….....

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Signature, Name and Designation of the Competent Authority**

SEAL

%. Delete the paragraph which is not applicable.

B. Form of Certificate for Serving Personnel

(Applicable for serving personnel who are due to be released within one veal')

It is certified that No. ……. Rank …… Name ..... is serving in the Army / Navy / Air Force from …….

2. He is due for release retirement on completion of his specific period of assignment on ……..….

3. No disciplinary case is pending against him.

Place: ……
Date: ……

Signature, Name and Designation of the
Competent Authority***
SEAL

Candidate (Serving Personnel) furnishing certificate B as above will have to give the following undertaking:

Undertaking to be given by serving Armed Force personnel who are due to be released within one year

I understand that if selected on the basis of the recruitment/Examination to which this application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the appointing authority that I have been duly released/retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen (Re-employment in Central Civil Service and Posts) Rules, 1979, as amended from time to time.

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Place: ……
Date: ……

Signature and Name of Candidate

C. <u>Form of Certificate applicable for Serving ECOs/SSCOs who have already completed their initial assignment and are on extended assignment</u>

It is certified that No. …….. Rank Name

…… whose date of birth is..... serving in the Army / Navy / Air Force from……

2. He has already completed his initial assignment of five years on..... and is on extended assignment till.....

3. There is no objection to his applying for civil employment and he will be released on three months notice on selection from the date of receipt of offer of appointment.

Place:
……
Date:
……

Signature, Name and Designation of the Competent Authority***
SEAL

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Annexure - C

ADVT. NO. CSIR-CDRI/02/2025

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
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Anusandhan Bhawan, 2, Rafi Marg, New Delhi-110001

स./No. 5-1(116)/2011-PD

दिनांक/Date: 13.07.2015

प्रेषक / From :

संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

सेवा में / To :

The Directors/Heads of all
National Labs./Instts. of CSIR
Hqrs./Complex/Centres/Units

विषय/Sub : Criteria for Evaluation of type-scripts of typewriting test in Hindi/English for recruitment of Asstt. Gr.III - clarification reg.

संदर्भ/ Ref : CSIR-SERC letter No.A1(614)88-Rct. Dated 12.05.2015

महोदय/Sir,

In continuation of CSIR letter No.7-4(3)/2006-R&A dated 12th March, 2007 approval of the Competent Authority is hereby conveyed for adopting Staff Selection Commission's methodology for calculating the accurate typing speed, i.e. upto 5% mistakes may be ignored for UR/OBC /SC/OH/VH candidates and upto 7% mistakes may be ignored for ST/HH/Ex.S candidates.

For example:- For a typing test of 10 minutes:-

5% mistakes of total words typed are ignored.

Total strokes typed	:	1600
Words typed	:	1600/5=320
Mistakes	:	19
Ignorable mistakes	:	5% of 320=16
Admissible mistakes	:	19-16=3

As per formula : No.of words (-) Number of Mistakes
10

= (320/10) – 3
= 32-3
= **29 w.p.m**

For computing the typing speed for skill test on computer for the post of Asstt. Gr.- III (G/F&A/S&P), the same formula may be applied in addition to the instructions issued vide CSIR letter No. 5-1(116)/2011-PD dated 23.04.2014.

भवदीय/Yours faithfully

विनोद कुमार

(विनोद कुमार /Vinod Kumar)
अवर सचिव (नीति) / US(PD)

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1) Head, IT Division with the request to make this OM available on the website & Policy Repository.
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Phone: EPABX-23710138, 23710144, 23710158, 23710468, 23710805, 23711251, 23714238, 23714249, 23714769, 23715303
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Anusandhan Bhawan, 2, Rafi Marg, New Delhi-10001

ADVT. NO. CSIR-CDRI/02/2025

No. 5-1(116)/2011-PD

Dated: 23.04.2014

From
संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

To,

The Directors/Heads of all
CSIR National Labs./Instts./Hqrs.
/Complex/Centres/Units.

Sub: Skill Test Norms on Computer for the post of Asstt. Gr.III (G/F&A/ S&P) – reg .

I am directed to invite reference to the approval of the Governing Body in its 183rd meeting held on 29.10.2013, on the above subject wherein it is laid down in the amended rule for the post of Assistant Gr.III (G/F&S/S&P) to be filled by Direct Recruitment and by Departmental Test Quota that proficiency in computer typing speed and in using computer shall be as per the prescribed norms fixed by DoPT from time to time.

In this regard, it is stated that as per DoPT OM No. AB-14017/20/2008-Estt (RR) dated 17.05.2010, the Skill Test Norms on Computer as on date are as under:

English Typing @ 35 w.p.m.
Hindi Typing @ 30 w.p.m.
(Time allowed – 10 mts.)

(35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word).

It is requested that the above Skill Test Norms on Computer may be brought to the notice of all concerned for information, guidance and compliance and in case of any change in norms in future by DoPT, the same will be communicated.

Yours faithfully,

(D Vijayalakshmi)
Deputy Secretary

Copy to:

1. Head, IT Division with the request to make this circular available on the website & Policy Repository.
2. Office copy.

Phone : EPABX-23710138, 23710144, 23710158, 23710468, 23710805, 23711251, 23714238, 23714249, 23714769, 23715303
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EVALUATION OF TRANSCRIPTS OF STENOGRAPHY TESTS – NATURE OF MISTAKES

1. **FULL MISTAKES:** The following mistakes are treated as full mistakes:-

a) Every omission of word or figure. In case a group of words is omitted, mark as many mistakes as the actual number of words omitted.

b) Every substitution of a wrong word or figure. The number of mistakes will be equal to the number of words/ figures dictated which have been replaced/ substituted by other word(s)/ figure(s). However, if a figure is written correctly either in numeral or words both will be acceptable and will not be counted as mistake.

c) Every addition of a word or figure or a group of words or figures not occurring in the dictated passage.

2. **HALF MISTAKES:** The following are treated as half mistakes:-

a) Wrong spelling, including transposition of letters in a word and also omission of a letter or letters from a word. Mis-spelling of proper nouns and unfamiliar names are ignored. If the wrongly spelt word occurs more than once in the passage it will be treated as a single half mistake.

b) Using singular or plural noun and vice versa.

c) Use of small letter at the beginning of the sentence.

NOTE

a) More than one error in a single word: All the errors are counted but the total mistakes counted in a single word should not exceed one full mistake.

b) Every passage will be accompanied by a list of words which can be spelt/ written in more than one form. All the spellings/ forms of words will be acceptable and not counted as error. For example the word 'Honorable' is written as Hon'ble, Hon., honourable and hon. – all these forms will be treated as correct.

c) CANDIDATES ARE NOT PENALISED FOR ANY TYPE OF ERRORS OR MISTAKES OTHER THAN THOSE DESCRIBED ABOVE.

d) The above guidelines will be valid for Hindi Stenography Skill Test also.

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e) Method of calculation of mistakes in Stenography Skill Test:-

$$\text{Percentage of Errors} = \frac{(\text{Full Mistakes} + \text{Half Mistakes}/2) \times 100}{\text{Number of words in the master passage}}$$

Percentage will be rounded off to two decimal places. For example 5.009 will be treated as 5.01 and 5.001 will be treated as 5.00.

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